

## Recipient Report Instructions

### Instructions:

You are submitting a report for a Grant or Loan award.

Instruction	Required Worksheets
If you are a Prime Recipient who is submitting a report or reports on behalf of your Sub Recipient, you must fill out these worksheets (see the tabs at the bottom of the screen):	Prime Recipient
	Sub Recipients
	Vendors (optional)
If you are a Prime Recipient who is <b>not</b> submitting a report or reports on behalf of your Sub Recipient, you must fill out these worksheets (see the tabs at the bottom of the screen):	Prime Recipient
	Vendors (optional)
<p>If you are a Sub Recipient who is submitting a report, you must fill out these worksheets (see the tabs at the bottom of the screen):</p> <p><b>NOTE:</b> For Sub Recipient reporting for self, the DUNS numbers populated in the "Sub Recipient DUNS Number" field on the "Sub Recipients" tab must all be the same regardless of the Sub Award Numbers.</p>	
	Sub Recipients
	Vendors (optional)
<p><b>Note: If entering Sub Recipients and/or Vendors in your report, you must enter one Sub Recipient Award or Vendor per numbered row. Do not leave a blank row between entries.</b></p>	

## Notes

### Potential Question

Not all of my text is showing up when I enter values a narrative field. For example, when entering text for the Project Description field.

When I try to select a value from a drop-down menu, the text is too small to read. How to I make it bigger?

I don't know which CFDA to use.

I'm not sure what each of the data elements mean.

I have more than 400 Sub Recipients or Vendors to add, but the spreadsheet looks like it is limited to 400.

**Answer**

This is a limitation of Excel. Although each cell holds up to 32,767 characters, Excel only displays 1,024 characters in the cell itself. To view all of the text you've entered for a given field, click on the cell in question and the text will display in the formula bar at the top of the screen.

Check to make sure you're viewing the workbook at 100% zoom. If your zoom is set to less than 100%, this can cause the text in the drop-down menus to appear very small.

A list of CFDA Codes applicable to Recovery Act reporting can be found on the Downloads page at FederalReporting.gov. You can also access this list via [https://www.cfda.gov/index?s=program&tab=searchresults&mode=list&\\_filt=rec&cck=1&au=&ck=](https://www.cfda.gov/index?s=program&tab=searchresults&mode=list&_filt=rec&cck=1&au=&ck=).

You can either click on each cell for instructional text or reference the Data Model document published on [Recovery.gov](http://Recovery.gov)

You can continue to add additional Sub Recipients and Vendors beyond the #400 line provided for you, however the special formatting and data validations which are provided for the first 400 Sub Recipients or Vendor entries will not be present. This is done to keep the file size of the template from growing excessively large. Data validation will be performed once your report is uploaded on [FederalReporting.gov](http://FederalReporting.gov).

Reporting Information		
Award Type*	Award Number*	Final Report*
Grant	2009-SB-B9-1479	N

Award Recipient Information		
Recipient DUNS Number*	Recipient Account Number	Recipient Congressional District*
073170458	423365	12

Award Information		
Funding Agency Code*	Awarding Agency Code*	Award Date*
1500	1500	07/21/2009
Amount of Award*	CFDA Number*	
\$4,140,165.00	16.804	
Program Source (TAS)*	Sub Account Number for Program Source (TAS)	
15-0402		
Total Number of Sub Awards to Individuals*	Total Amount of Sub Awards to Individuals*	
0.00	\$0.00	
Total Number of Payments to Vendors less than \$25,000/award*	Total Amount of Payments to Vendors less than \$25,000/award*	
6.00	\$13,448.06	
Total Number of Sub Awards less than \$25,000/award*	Total Amount of Sub Awards less than \$25,000/award*	
11.00	\$160,708.00	
Award Description*		

Need Help Finding Award Information?

Browse the Full Listings by using the drop-down lists.

Agency Drop-Down List:

1200 - Department of Agriculture

Program Source (TAS) Drop-Down List:

12-0111-OSDA-Office of the Secretary of Agriculture-Agriculture Buildings and Facilities and Rental Payments

Know the code and want to check the name?  
Search by Code

Enter Agency Code:

1201

Agency Name:

Office of the Secretary of Agriculture

Enter Program Source (TAS) Code:

97-xxxx

Program Source (TAS) Name:

Department of Defense– Temporary Program Source Code

Know the name and want to find the code?  
Search by Name

Enter Agency Name:

Department of Agriculture

Agency Code:

1200

Enter Program Source (TAS) Name:

OSDA-Office of the Secretary of Agriculture-Agriculture Buildings and Facilities and Rental Payments

Program Source (TAS) Code:

12-0111

This grant allows local governments to support a broad range of activities to prevent crime and to improve the criminal justice system. The City of Fort Worth, along with Cities of Arlington, Azle, Bedford, Benbrook, Crowley, Euless, Everman, Forest Hill, Grapevine, Haltom City, Hurst, Keller, Kennedale, Lake Worth, Mansfield, North Richland Hills, Richland Hills, Saginaw, White Settlement and Watauga are required to negotiate with Tarrant County to develop a program budget and strategy. All funds must be pooled, a spending plan must be developed and one agency must serve as the cognizant jurisdiction to apply for and disperse funds. A committee of all impacted law enforcement agencies developed an application strategy and the City of Fort Worth was selected to serve as the cognizant fiscal agency as it has for the past four years in connection with JAG Formula Programs.

Number of characters entered: 885

Project Information					
Project Name or Project/Program Title*		Project Status*		Total Federal Amount ARRA Funds Received/Invoiced*	
BJA FY 09 Recovery Act Edward Byrne Memorial Justice Assistance Grant Program Local Solicitation		Completed 50% or more		\$4,140,165.00	
Number of Jobs*		Description of Jobs Created*			
8.81		Arlington has a total of 8.72 jobs for the quarter. These jobs were worked over the following pay periods: 10-1-12 to 10-31-12 (1,303.15hrs), 12-1-12 to 12-31-12 (1,160.45hrs.), 1-1-13 to 1-31-13 (1,097.45hrs.). A total of seven employees worked during the period: teen court coordinator, three crime & intelligence analysts, one public safety assistant, computer support specialist and crime scene tech). These jobs are in the DOJ jobs category Law Enforcement Personnel (7 FTE). Mansfield has a total of 0.9 jobs for the quarter. These jobs were worked over the following pay periods: 12-12-12 to 12-25-12 (32 hours), and 12-26-12 to 1-8-13 (14hours). A total of 46 hours were worked by one employee: a crime analyst. This job is in the DOJ jobs category Planning, Evaluation and Technology Improvement Personnel (1 FTE).			
		Number of characters entered: 833			
Quarterly Activities/Project Description*					
The City of Forth Worth is the fiscal agency responsible for 22 law enforcement agencies as sub-recipients. The grant award provides funding in support of a broad range of activities that prevent crime and improve the criminal justice system already in place throughout the jurisdictions. Fort Worth, Arlington and Mansfield are still funding personnel with grant funding. The majority of the other jurisdictions have completed their projects.					
Number of characters entered: 447					
Activity Code (NAICS or NTEE-NPC)*					
1	922190	2			
3		4			

Need Help Finding an Activity, State, or Country Code?	
Browse the Full Listing by using the drop-down list.	
Activity Code Drop-Down List:	Z99 - NTEE - Unknown
State Drop-Down List:	AK - Alaska

5		6	
7		8	
9		10	
Total Federal Amount of ARRA Expenditure*		Total Federal ARRA Infrastructure Expenditure	
\$4,071,250.29		\$0.00	
Infrastructure Contact Email		Infrastructure Contact Phone	
Infrastructure Contact Street Address 1		Infrastructure Contact Street Address 2	
Infrastructure City		Infrastructure State	
Infrastructure Purpose and Rationale			
Number of characters entered: 0			

Primary Place of Performance		
Street Address 1	Street Address 2	City*
1000 Throckmorton		Fort Worth
State*	ZIP Code+4*	Congressional District*
TX	761026312	12
Country*		
US		

Country Drop-Down List:	US - United States
Know the code and want to check the name? Search by Code	
Enter Activity Code:	111110
Activity Name:	Soybean Farming
Enter State Code:	CA
State Name:	California
Enter Country Code:	US
Country Name:	United States
Know the name and want to find the code? Search by Name	
Enter Activity Name:	Other Vegetable (except Potato) and Melon Farming
Activity Code:	111219
Enter State Name:	California
State Code:	CA
Enter Country Name:	United States
Country Code:	US

Recipient Highly Compensated Officers			
Prime Recipient Indication of Reporting Applicability*	#	Officer Name	Officer Compensation
No	1		
	2		
	3		
	4		
	5		



Recipient Report: Grant or Loan

Version: 1.8

Sub Recipient

Locate a State Code

Browse the State Drop Down List:

Enter State Name:

AK - AlaskaAlaska

Locate a Country Code

Browse the Country Drop-Down List:

Enter Country Name:

US - United StatesUnited States

Reporting Information		
Award Type*	Award Number*	Recipient DUNS Number*
Grant	2009-SB-B9-1479	073170458

No.	Sub Recipient Information			Sub Award Information			Sub Recipient Information		
	Sub Recipient DUNS Number*	Sub Award Number*	Sub Recipient Congressional District*	Amount of Sub Award*	Total Sub Award Funds Disbursed*	Sub Award Date*	Street Address 1	Street Address 2	City*
1	068378231	423365-04	06	\$1,050,196.00	\$1,050,196.00	09/03/2009	101 W. ABRAM		ARLINGTON
2	078562600	423365-03	12	\$14,212.00	\$13,862.85	09/03/2009	613 SE PARKWAY		AZLE
3	069019438	423365-05	24	\$102,902.00	\$102,586.00	09/03/2009	2121 L. Don Dobson Dr.		BEDFORD
4	619997224	423365-06	12	\$12,982.00	\$12,982.00	09/03/2009	1080 Mercedes St.		BENBROOK
5	039041249	423365-07	06	\$10,659.00	\$10,654.10	09/03/2009	P.O. Box 747		CROWLEY
6	078539442	423365-08	24	\$51,929.00	\$51,636.16	09/03/2009	201 N ECTOR		EULESS
7	181868712	423365-09	33	\$10,796.00	\$0.00	09/03/2009	404 W. Evon Ave.		EVERMAN
8	781983531	423365-10	33	\$35,530.00	\$35,530.00	09/03/2009	6800 FOREST HILL		FOREST HILL
9	081078537	423365-11	24	\$37,034.00	\$37,034.00	09/03/2009	200 S. MAIN ST.		GRAPEVINE
10	027095017	423365-12	12	\$69,421.00	\$69,414.69	09/03/2009	5110 Broadway Ave.		HALTOM CITY
11	073155822	423365-13	24	\$78,713.00	\$78,705.48	09/03/2009	1501 Precinct Line Rd.		HURST
12	784683872	423365-14	26	\$10,933.00	\$10,160.00	09/03/2009	330 Rufe Snow		KELLER
13	784910960	423365-15	06	\$15,989.00	\$15,989.00	09/03/2009	401 MUNICIPAL DR.		KENNEDALE
14	037901089	423365-16	12	\$18,585.00	\$18,585.00	09/03/2009	3805 ADAM GRUBB		LAKE WORTH
15	027565571	423365-17	06	\$38,400.00	\$37,676.58	09/03/2009	1305 E. BROAD ST.		MANSFIELD
16	097985824	423365-18	12	\$83,633.00	\$83,303.57	09/03/2009	7301 NE LOOP 820		NORTH RICHLAND HILLS
17	794626952	423365-19	12	\$9,019.00	\$3,203.03	09/03/2009	3200 DIANA DR		RICHLAND HILLS
18	027711274	423365-20	12	\$14,486.00	\$14,459.75	09/03/2009	333 W MCLEROY		SAGINAW
19	028362671	423365-22	12	\$18,859.00	\$18,767.00	09/03/2009	8900 CLIFFORD St.		WHITE SETTLEMENT



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Found State Code:
AK
Found Country Code:
US

nt Place of Performance				Sub Recipient Highly Compensated Officers								
State*	ZIP Code+4*	Congressional District*	Country*	Sub Recipient Indication of Reporting Applicability*	Officer 1 Name	Officer 1 Compensation	Officer 2 Name	Officer 2 Compensation	Officer 3 Name	Officer 3 Compensation	Officer 4 Name	Officer 4 Compensation
TX	760107102	06	US	NO								
TX	760203654	12	US	NO								
TX	760215832	24	US	NO								
TX	761262741	12	US	NO								
TX	760360747	06	US	NO								
TX	760393543	24	US	NO								
TX	761403213	33	US	NO								
TX	761401212	33	US	NO								
TX	760515311	24	US	NO								
TX	761173726	12	US	NO								
TX	760543302	24	US	NO								
TX	762482102	26	US	NO								
TX	760602249	06	US	NO								
TX	761353509	12	US	NO								
TX	760631804	06	US	NO								
TX	761806949	12	US	NO								
TX	761186237	12	US	NO								
TX	761791452	12	US	NO								
TX	761081443	12	US	NO								

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**Reporting Information**

**Award Number\***

2009-SB-B9-1479

No.	Subaward Number(*)	Vendor DUNS Number(*)	Vendor Name(*)	Vendor HQ ZIP Code+4(*)
1		191487888	Enforcement Video LLC	752678196
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Product and Service Description	Payment Amount
in-car digital video systems for patrol cars	\$521,370.00





















































































